



Leigh Academy  
**Strood**

# **Leigh Academy Strood**

## **Educational Trips and Visits Policy**

**Academic year 2025/26**

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# Leigh Academy Strood Educational Trips and Visits Policy

At Leigh Academy Strood, we believe educational visits are a powerful tool to enrich student learning and personal growth. This policy outlines our approach to planning and conducting these off-site experiences, adhering to the guidelines set by the Local Authority's "Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities, 2018."

## Why Learn Beyond the Classroom?

Every student deserves the opportunity to experience the world beyond the four walls of a classroom. Educational visits provide a platform for:

- **Engaging Experiences:** These trips expose students to new environments, cultures, and activities, sparking curiosity and fostering a love for learning.
- **Enhanced Learning:** By actively participating outside the classroom, students gain a deeper understanding of curriculum topics, developing critical thinking and problem-solving skills.
- **Personal Development:** Educational visits help students build self-confidence, independence, and teamwork skills as they navigate new situations.

## Benefits of Educational Visits:

- Broadened horizons.
- Fun and enjoyment.
- Increased self-esteem.
- Improved decision-making abilities.
- Stronger relationships with peers and staff.
- Risk awareness and responsible risk-taking.
- Exposure to diverse cultures.
- Elevated aspirations.
- A sense of responsibility and motivation.
- Inclusive learning opportunities.
- Collaboration and sharing experiences.
- Discovery of lifelong hobbies and interests.
- Enhanced creativity.
- Fostered independence.
- Invaluable contribution to responsible citizenship.
- Real-world learning: Connecting classroom concepts to practical applications.
- Team building and collaboration.
- Understanding the consequences of actions.
- Resilience and coping with challenges.
- Experiential learning through living and working with others.
- Bringing the curriculum to life.
- Creating lasting memories.

### **Planning Educational Visits:**

All planned trips will strive to achieve these benefits. Careful consideration will be given to the educational aims and desired outcomes of each visit, ensuring alignment with the curriculum and student development goals.

### **Following Best Practices:**

To ensure the safety and educational value of our visits, we adhere to the following guidelines:

- **Medway Council Requirements:** These regulations set by the local authority outline specific protocols for educational trips.
- **DFCS Health and Safety Handbook:** This handbook from the Department for Children, Schools and Families provides comprehensive health and safety guidance for educational visits.
- **HSE HASPEV Guidance:** The Health and Safety Executive's guidance on educational visits (HASPEV) offers best practices for planning and conducting safe learning adventures.

### **Planning Educational Adventures:**

We meticulously plan each trip to ensure it aligns with specific learning objectives and enriches the curriculum. This policy equips trip planners at Leigh Academy Strood with the necessary framework, alongside the aforementioned resources, to create safe, enjoyable, and educational experiences for all our students.

This revision combines the key points from the previous version while keeping it concise. It emphasises the meticulous planning process and the collaborative role of the policy and resources.

### **Educational Visits Coordinator (EVC):**

Leigh Academy Strood, as required by law, has a designated Educational Visits Coordinator (EVC). The EVC plays a vital role in ensuring all educational visits comply with relevant legislation and guidelines. Here's what the EVC does:

- **Manages the Educational Visits Program:** The EVC oversees the planning, coordination, and implementation of educational visits for students.
- **Ensures Compliance:** The EVC stays up-to-date on legal requirements and ensures all trips adhere to best practices and safety regulations.
- **Provides Staff Support:** The EVC is a resource for staff planning educational trips. They offer guidance and make sure relevant policies are readily available.
- **Maintains Records:** The EVC keeps a comprehensive record of all educational visits undertaken by the academy.
- **Contributes to Professional Development:** The EVC attends training and participates in staff development sessions to share best practices in planning and leading educational visits.

- **Experience in Trip Management:** The EVC possesses practical experience leading and managing the types of trips frequently conducted by Leigh Academy Strood.

## **Approval Process for Educational Visits**

### **Getting Your Trip Approved:**

- To ensure a smooth and safe educational visit, all trips require approval from different levels depending on the complexity of the trip.
- **Standard Day Visits:** The Educational Visits Coordinator (EVC) has the authority to approve regular day visits.
- **Overseas, Residential, or Adventurous Activities:** These trips require additional approval from the Governing Body and potentially the Outdoor Education Unit for specialised oversight and assistance.

### **EVOLVE - Streamlining the Process:**

Leigh Academy Strood utilises the EVOLVE online system to manage trip requests and approvals. This system offers several advantages:

- **Streamlined Workflow:** Staff can initiate trip requests through EVOLVE, automatically notifying relevant approvers.
- **Clear Approval Hierarchy:** Only approved trip leaders can plan and organise visits through the system.
- **Transparent Communication:** Once a trip is approved, all relevant staff are informed automatically.
- All trips must be approved by the Principal (or designated EVC representative) and the EVC before promotion to parents and students.

### **Prioritising Safety and Quality:**

Leigh Academy Strood takes safety and quality seriously when selecting venues and providers for educational visits. Here's how we ensure a positive experience for all students:

- **Learning Outside the Classroom Quality Badge:** Whenever possible, we prioritise venues with this badge, demonstrating their commitment to robust health and safety practices and quality educational experiences.
- **Pre-Approved Provider List:** EVOLVE, our online trip management system, offers a readily available list of pre-vetted providers to expedite the selection process.
- **Accreditations and Licences:** We require providers to hold relevant licences and accreditations from reputable organisations like the Adventure Activity Licensing Authority (AALA) for adventurous activities, or the Council for Learning Outside the Classroom (CLOtC) for broader educational experiences. EVOLVE provides resources and links to these organisations for further exploration.
- **Provider Statements:** For providers without established badges, EVOLVE facilitates obtaining a Provider Statement outlining their health and safety procedures and any additional relevant accreditations.

- **Adventurous Activity Compliance:** Providers offering activities like rock climbing or kayaking will undergo a thorough check to ensure they comply with specific licensing requirements.
- **Tour Operator Verification:** For travel-based trips, tour operators need to demonstrate compliance with relevant licensing regulations.
- **Accessibility Assessments:** Pre-visits may be conducted for certain venues to ensure accessibility and confirm the necessary provisions are in place for all students to participate fully in the learning experience.

#### **Selecting Competent Visit Leaders:**

- The safety and well-being of students on educational visits is paramount. Therefore, Leigh Academy Strood implements a rigorous process to assess the competence of staff interested in leading these trips. The Educational Visits Coordinator (EVC) considers the following criteria:
- **Motivation:** Understanding the leader's purpose for leading the visit ensures alignment with educational goals.
- **Employment Status:** The leader should be an academy or local authority employee to ensure proper oversight and support.
- **Duty of Care:** The leader must demonstrate a genuine concern for student well-being beyond academic instruction.
- **Organisation Skills:** Effective planning and logistical management are crucial for a smooth and successful visit.
- **Risk Management Expertise:** The leader needs a strong understanding of risk assessment and mitigation strategies.
- **Student Familiarity:** Prior experience with the participating students is a significant advantage.
- **Experience with Similar Visits:** Leading or assisting with past trips of a similar nature demonstrates competence.
- **Site Knowledge:** Familiarity with the visit location can help anticipate and address potential challenges.
- **Relevant Qualifications:** Possessing any qualifications relevant to the planned activity is a plus.
- **Skill and Fitness (if applicable):** For certain activities, the leader's personal skill level and physical fitness are evaluated.
- **Medway Council Approval (Adventurous Activities):** Leaders of adventurous activities must be formally approved by Medway Council via the EVOLVE system.
- **Compliance with Guidelines:** The leader needs to be aware of and adhere to all relevant safety and conduct guidelines.
- By carefully considering these factors, the EVC can select visit leaders who possess the necessary skills and experience to ensure a safe and enriching educational experience for all students.

## **Risk Assessment: Keeping Everyone Safe**

At Leigh Academy Strood, student safety is our top priority during educational visits. A crucial part of this commitment is thorough risk assessment. Here's what you need to know:

- **What is a Risk Assessment?** It's a systematic process of identifying potential hazards that could harm students, staff, or others during a visit. The goal is to implement control measures that minimise these risks to an acceptable level.
- **Who Conducts Risk Assessments?** Visit leaders are responsible for conducting and documenting risk assessments using a standardised template to ensure consistency. Additional risk assessments provided by the venue or activity organiser should also be attached.
- **What are the Key Factors?** For local and regular visits, risk assessments typically consider factors like staff qualifications, activity type, student group dynamics, the environment, transportation, and distance. These considerations guide the implementation of appropriate control measures.

**EVOLVE System:** All completed risk assessments must be uploaded to the EVOLVE trip management system. The system also offers a library of pre-prepared risk assessments for reference and guidance from the outdoor education unit.

Levels of Risk, visit leaders should be aware of three risk categories:

- **Generic Risks:** These are everyday hazards encountered during any off-site activity. Careful completion of the "Educational Visits Checklist" helps mitigate these risks.
- **Event-Specific Risks:** These are significant hazards unique to the planned activity, falling outside the scope of generic risks. Event-specific risks should be documented on the ESRA form.

**Ongoing Risks:** throughout the visit, leaders need to monitor and adapt to changing circumstances that might introduce new risks.

### **Further Resources:**

For a deeper dive into risk assessment, please refer to:

- Section 5.3b of the National Guidance publication.
- Section 12 of "Educational Visits - Health and Safety on Educational Visits, 2018."

### **Adventure Activities Licensing:**

When planning activities like caving, climbing, trekking, skiing, or water sports, it's crucial to verify that the provider holds a valid licence issued under the Adventure Activities Licensing Regulations 2016. These regulations apply currently in England, Scotland, and Wales, but may be subject to change.

### **Working Together for Safe and Educational Visits**

- By understanding and managing risks, Leigh Academy Strood ensures a safe and enriching experience for all students on educational visits.

- **Be Prepared: Contingency Plans for Educational Visits**
- Even with meticulous planning, unexpected situations can arise during educational visits. To ensure a smooth response and student safety, Leigh Academy Strood emphasises the importance of contingency plans.
- What is a contingency plan? It's a pre-defined strategy for handling foreseeable challenges. By anticipating potential issues like staff illness, transportation delays, or venue miscommunication, we can develop solutions in advance, minimising stress and promoting a calm response.

#### **Here's how contingency plans help:**

- **Reduced Pressure:** By thinking through potential problems beforehand, leaders can make informed decisions without feeling pressured in the moment.
- **Improved Response Time:** Having a plan in place allows for a swift and effective response to unexpected situations.
- **Enhanced Safety:** Contingency plans prioritise student safety by outlining clear procedures for various scenarios.

Remember: Contingency plans are a vital component of ensuring a safe and successful educational visit for all participants.

#### **Inclusion: Educational Visits for All**

Leigh Academy Strood is committed to ensuring that all students, regardless of special educational needs, medical needs, or protected characteristics as outlined by the Equality Act 2010, have the opportunity to participate in educational visits.

Promoting Inclusive Experiences:

- **Accessibility:** We prioritise finding venues that are suitable and accessible for all students, allowing for full participation and active involvement.
- **Reasonable Adjustments:** We strive to make reasonable adjustments to accommodate the needs of students with special needs, ensuring a positive learning experience for everyone.
- **Inclusion Principles:** We uphold the principles of inclusion by promoting equal participation, accessibility through adaptations, and integration with peers on all visits.

#### **Planning for Inclusion:**

- **Trip Leader Responsibility:** Visit leaders are responsible for checking exclusion communications to guarantee all students are offered the chance to participate.
- **Open Communication:** We encourage open communication with parents and guardians to explore any concerns or needs regarding accessibility and participation.

### **Working Together:**

By working collaboratively, we can create inclusive educational visits that enrich the learning experience for all students at Leigh Academy Strood.

### **Determining Safe Staffing Ratios for Educational Visits**

Leigh Academy Strood prioritises student safety and well-being on all educational visits. To ensure this, we utilise a professional judgement approach to determine appropriate staffing ratios for each trip.

Here are the key factors considered by the Visit Leader, Principal, and EVC when making this decision:

- **Type, Duration, and Activity Level:** The nature of the visit, its length, and the level of activity involved all influence staffing needs. High-activity trips or those lasting longer typically require more supervision.
- **Individual Needs:** The presence of students with special educational needs and disabilities (SEND) may necessitate a lower staff-to-student ratio to provide adequate support.
- **Staff Experience and Competence:** The experience and qualifications of staff and accompanying adults are taken into account. More experienced staff may allow for a slightly larger group size.
- **Venue Characteristics:** The layout and safety features of the visit location can impact staffing needs. Complex or potentially hazardous environments may require more supervision.
- **Weather Conditions:** Expected weather conditions at the time of year are considered, as some weather events may necessitate additional supervision or adjustments to the staff ratio.
- **Transportation:** The type of transportation used to and from the visit location is also a factor. For example, a trip requiring multiple public transport changes might necessitate a higher staff ratio for better crowd control.
- By carefully considering these factors, we can ensure that each educational visit has the appropriate level of staffing to guarantee the safety and positive learning experience of all students.



## Supervision

The following are recommended staff/student ratios for visits:

Destination	Year Group	Minimum Adult: Student ratio
Abroad	7-11	1:11
	12-13	1:15
UK Residential	7-9	1:11
	10-11	1:15
	12-13	1:15
UK Non-Residential Requiring transport	7-11	1:15
	12-13	1:20
Thame, or within walking distance	7-9	1:15
	10-11	1:20
	12-13	N/A

Ratios may change according to the proposed activity, nature of group, environment and distance from academy during the course of the visit. Apart from sports fixtures, there must always be a minimum of 2 staff per visit and, where possible, one member of each sex for visits involving boys and girls unless the EVC has agreed to an alternative arrangement.

### Supervision on Educational Visits, Ensuring Student Safety

At Leigh Academy Strood, student safety is paramount on all educational visits. This section outlines our approach to supervision:

- **Direct Supervision:** In most cases, students will be directly supervised by a staff member or accompanying adult throughout the visit. This ensures their immediate well-being and fosters a positive learning environment.
- **Remote Supervision:** Under specific circumstances, remote supervision might be considered. This means students are not physically next to an adult but their actions are monitored from a designated location within the venue or nearby.

**Remote supervision is only implemented after a thorough risk assessment and careful consideration of the following factors:**

- **Prior Student Experience:** Students with a history of responsible behaviour during previous visits are more likely to be eligible for remote supervision.
- **Age of Students:** Generally, remote supervision is more appropriate for older, more mature students.
- **Individual Student Needs:** Students with special needs requiring constant adult attention would not be suitable for remote supervision.
- **Student Responsibility:** The ability of students to act responsibly and follow instructions independently is a key factor.
- **Staff Competence and Experience:** The staff overseeing remote supervision must be experienced and comfortable managing student behaviour from a distance.
- **Environment and Venue:** The layout, safety features, and inherent risks of the venue all influence the suitability of remote supervision.

The decision to implement remote supervision is made on a case-by-case basis, prioritising student safety and maximising the learning potential of the visit.

### **First Aid on Educational Visits**

Leigh Academy Strood prioritises the health and well-being of students on all educational visits. Here's how we ensure proper first-aid coverage:

- **Risk Assessment:** The level of first-aid provision is determined during the risk assessment process, considering the specific needs of each trip.
- **Qualified Staff:** At minimum, one staff member with a good working knowledge of first aid will accompany every visit.
- **Enhanced Training:** For residential or overseas trips, we strongly recommend that at least one staff member holds an Appointed Person First Aid Certificate, providing a higher level of first-aid expertise.
- **First-Aid Kits:** First-aid kits are readily available from the finance team. For visits where the group splits up, a separate kit should be provided for each smaller group.
- **Visit Leader Responsibility:** The visit leader is responsible for ensuring an adequate first-aid kit is brought along to cater to potential medical needs and provide the appropriate level of care.

By implementing these measures, Leigh Academy Strood ensures that students have access to essential first-aid support throughout their educational visits.

### **Transportation on Educational Visits, Ensuring a Safe Journey**

At Leigh Academy Strood, we take student safety seriously during all aspects of an educational visit, including transportation. Here's how we ensure a safe journey for everyone:

- **Risk Assessment:** Travel arrangements are thoroughly evaluated during the risk assessment process, identifying any potential hazards associated with the chosen mode of transport.
- **Public Transport:** If using public transport, students and supervisors receive a comprehensive briefing beforehand. This briefing covers safety procedures on platforms, at bus stops, and while navigating busy streets.
- **Seat Belts:** When travelling by coach or minibus, all students are required to wear seat belts. Staff members are responsible for ensuring compliance with this rule and may ask students to check their neighbour's seatbelts as well.
- **Private Cars:** The use of private cars for educational visits is strictly limited to exceptional circumstances. If authorised, the driver must complete Form EV6 at the beginning of each academic year. This form applies to both staff and parents' cars transporting students, including for sports fixtures. It's important to note that there must always be two staff members present with any student travelling in a private car.

By implementing these procedures, Leigh Academy Strood strives to ensure a safe and secure transportation experience for students on all educational visits.

### **Inclusion for Students with Additional Needs on Educational Visits.**

Leigh Academy Strood is committed to ensuring that all students, including those with Additional Educational Needs (AEN), have the opportunity to participate in educational visits. We believe all young people should benefit from a broad range of experiences.

#### **Planning for Inclusion:**

- **Venue Selection:** When choosing visit locations, accessibility for students with AEN is a key consideration. We strive to find venues that allow everyone to participate fully and enjoy the experience safely.
- **Appropriate Staffing:** We recognize that some students with AEN may require a lower staff-to-student ratio for proper supervision. This factor is addressed during the planning stages.
- **Additional Safety Measures:** The potential need for additional safety measures to ensure the full inclusion of students with AEN is considered during the planning phase.
- **Specialist Support:** For students requiring extra support, such as those with hearing impairments who might benefit from a dedicated teaching assistant (TA), arrangements are made to facilitate their safe participation.
- **Individual Risk Assessments:** The SEND department has developed specific Individual Risk Assessments for key students. These assessments help staff plan trips that allow students with AEN to participate safely and effectively.

By implementing these practices, Leigh Academy Strood promotes a culture of inclusion and ensures that educational visits are enriching experiences for all students.

### **Managing Student Medication on Educational Visits**

At Leigh Academy Strood, student safety and well-being are our top priorities. This includes ensuring proper management of any medication students require during educational visits. Here's how we handle medication:

- **Prescribed and Non-Prescribed Medication:** Students who need medication, whether prescribed or non-prescription (e.g., insulin, asthma inhalers, pain relievers), must have it handed over to the trip leader before the visit.
- **Parental Consent:** Parents or guardians must sign a form acknowledging that the medication has been given to the staff member responsible.
- **Original Packaging:** Whenever possible, medication should be kept in its original labelled container. This ensures clear identification of the student's name and prescribed dosage.
- **Record Keeping:** If a trip leader administers any medication, they must record the date, time, and details of the medication given for each student. This record-keeping

practice ensures accurate documentation and promotes responsible medication management.

By following these guidelines, Leigh Academy Strood creates a safe environment for students who require medication while participating in educational visits.

### **Safety at the Water's Edge: Educational Activities**

At Leigh Academy Strood, student safety is paramount during educational visits. This includes activities near or in water, such as:

- Exploring riverbanks or shorelines.
- Collecting samples from ponds or streams.
- Paddling or wading in shallow water.

For these types of activities, we strictly follow the guidelines outlined in the DfES document "Group Safety at Water Margins."

### **Ensuring Staff Preparedness:**

- **Pre-visit Resources:** A copy of "Group Safety at Water Margins" [Link to document can be inserted here based on academy policy] is provided to all staff and parents involved in such visits. This ensures everyone is familiar with the safety protocols.
- **Outdoor Education Unit Support:** Our Outdoor Education Unit offers valuable advice and oversees risk assessments for any activity considered potentially hazardous.

By following these measures, Leigh Academy Strood prioritises student safety while allowing them to engage in enriching learning experiences near water.

### **Securing Parental Permission and Funding for Educational Visits**

Leigh Academy Strood strives to provide enriching educational experiences outside the classroom. To ensure a smooth process for both parents and staff, here's an overview of securing parental permission and funding for these visits:

#### **Informed Consent:**

- **Trip Details and Risk Awareness:** Parents receive comprehensive information about the visit through a trip letter sent via ParentMail.
- **Acknowledgement of Risk:** This detailed information empowers parents to make informed decisions about their child's participation. The acknowledgement of the risk process ensures they are fully aware of potential risks and their management strategies.
- **Electronic Consent:** Convenient electronic consent forms are submitted through a Google Form after parents have reviewed the trip details.

#### **Trip Letter Content:**

The trip letter provides a clear and comprehensive overview of the visit, including:

- **Full Details of the Visit:** A detailed description of the trip location, activities, and itinerary.
- **Educational Aims:** Clearly outlined learning objectives that the visit aims to achieve.
- **Supervision Arrangements:** A breakdown of the staff supervision plan for the trip.
- **Transportation Arrangements:** Specific details regarding transportation to and from the visit location.
- **Incidental Activities:** Information about any additional activities planned during the visit.
- **Contingency Plan (if applicable):** An outline of the plan in place to address unexpected situations.
- **Cost of the Visit:** A clear breakdown of the trip cost per student.

### **Reply Slip Options:**

The reply slip format is tailored to the specific type of educational visit:

- **Standard Visit:** The reply slip seeks parental consent for the student's participation, confirming that they have read and understood the provided information. It also emphasises responsible student behaviour during the trip.
- **Sports Fixtures:** For sports fixtures, the reply slip focuses on permission for the student to participate in the specified match and confirms parental understanding of the trip details.
- **Pre-Visit Planning for Educational Visits: A Streamlined Process**

At Leigh Academy Strood, we understand the importance of thorough planning for successful educational visits. Here's a step-by-step guide to ensure a smooth pre-visit process:

### **Trip Proposal Form:**

- Discuss the proposed trip with the subject line manager beforehand.
- Discuss the finance of the trip and agree costings with the finance team before submitting to evolve.
- Submit the Academy Trip Proposal Form (located in the shared Drive Strood Enrichment) at least four weeks before the desired visit date.
- Ensure the trip is staffed before submitting the proposal.
- Include a draft risk assessment with your proposal.

### **Residential, Overseas, or Adventurous Activities:**

- For residential trips, overseas visits, or adventurous activities, complete and submit the Academy Residential Trip Proposal Form (with attached checklist) to the EVC.

### **Approval Process:**

- The EVC will forward the proposal to the Principal and Governors for final approval.

### **Post-Approval Steps:**

Upon approval:

- Book the visit location.
- Secure transportation arrangements.
- Send a detailed trip letter home to parents via ParentMail.
- For trips requiring parent contributions, payment options will be communicated (budget holder signature, ParentPay, or PayPoint stations).
- Organise a pre-visit information meeting for parents and students attending residential or overseas trips. This meeting provides an opportunity to share important details and address any questions.
- Arrange for packed lunches to be provided by the canteen for students on Free academy Meals (FSM) for the duration of the visit.

### **EVOLVE System Integration:**

Please note that as of 2017, all trip creation and management must be done through the EVOLVE system. Staff will receive further training on using EVOLVE for this purpose.

By following these steps, Leigh Academy Strood facilitates a streamlined and efficient pre-visit planning process for all educational visits.

### **Pre-Departure Checklist for Educational Visits: Ensuring a Smooth Trip**

At Leigh Academy Strood, we prioritise student safety and organisation on all educational visits. To ensure a successful trip, here's a pre-departure checklist for staff members:

#### **Essential Supplies:**

- **First Aid Kit(s):** Collect the necessary first-aid kit(s) for the visit.
- **Bucket (if applicable):** Bring a bucket if required for the planned activities.
- **Student Medication:** Remind students to bring their medication if needed, following their individual medical plans as noted on reply slips.
- **Academy Mobile Phone:** Sign out the Academy mobile phone from the Main Office for trip communication.

#### **Student Information Verification:**

- **Student Attendance:** Check all students attending the trip against the reply slips to ensure everyone is accounted for.
- **Packed Lunches:** Collect packed lunches from the canteen for Free academy Meals (FSM) students.

#### **Documentation and Permissions:**

- **Academy Camera and Permission List:** Collect the Academy camera, along with the permission slip listing students who have parental consent for photographs.
- **Trip Register:** Ensure you have a complete trip register.
- **Student Lists:** Prepare two student lists:
  - One listing emergency contact information for each student.
  - Another detailing how each student will be returning home after the visit.

**Supervision and Communication:**

- **Student Headcounts:** Regularly check and count the number of students throughout the visit, especially during transitions between locations. Implement a "double-check and count" system for accuracy.
- **Mobile Phone Accessibility:** Keep the Academy mobile phone(s) switched on throughout the trip to maintain communication channels.

By following this checklist, staff can ensure a well-organised and safe departure for all educational visits.

**Educational Visit Insurance Coverage**

At Leigh Academy Strood, student safety is paramount. This extends to providing them with insurance coverage during educational visits and activities.

**Zurich Municipal Insurance Policy:**

Students are automatically covered under the Academy's annual travel insurance policy provided by Zurich Municipal. This policy offers comprehensive protection for most educational visits.

**Transparent Communication:**

In the rare case of a visit requiring additional or alternative insurance coverage beyond the Zurich Municipal policy, parents and carers will be notified beforehand. This notification will be provided before any request for consent or payment (if applicable) is made.

By maintaining this insurance coverage, Leigh Academy Strood strives to ensure a safe and secure learning environment for all students participating in educational visits.

**Building a Positive Learning Environment on Educational Visits**

At Leigh Academy Strood, we believe that a positive and respectful atmosphere is essential for successful and enriching educational visits. Here's an overview of our approach to behaviour expectations:

**Communication and Code of Conduct:**

- **Student, Parent, and Carer Awareness:** Students, parents, and carers are informed beforehand about the academy's code of conduct, expected student behaviour, and potential consequences for breaches of the code. This ensures everyone is on the same page.
- **Parental Responsibility:** Parents and carers are also made aware of their responsibilities regarding student behaviour and potential circumstances requiring them to pick up their child.

- **High Expectations:** Just as in the classroom, we maintain high expectations for student behaviour on educational visits. This includes being well-mannered, considerate, respectful, and following instructions promptly.

#### **Incident Management:**

- **Prompt Documentation:** Any behavioural incident occurring during a visit is logged and investigated promptly, not waiting until the return to academy.
- **Thorough Investigation:** Statements are taken, and the incident is thoroughly investigated to ensure a fair and informed resolution.
- **Communication and Action:** The academy and parents are informed of the incident details. In cases involving safeguarding concerns, immediate action is taken to ensure student safety, followed by communication with the academy and parents.

#### **Consequences for Breaches:**

- **Upon Return:** Incidents are addressed upon return to academy, following the academy's usual procedures and implementing appropriate sanctions as necessary.

#### **Student Code of Conduct:**

- **Safety First:** Students are expected to avoid unnecessary risks.
- **Following Instructions:** Compliance with instructions from trip leaders and supervisors, including venue staff, is mandatory.
- **Appropriate Dress and Behavior:** Students must dress and behave appropriately and responsibly throughout the visit.
- **Cultural Sensitivity:** For visits abroad, students are expected to be respectful of local customs and traditions.
- **Looking Out for Others:** Students are encouraged to report any potential safety hazards or concerns to the group leader or supervisor.

#### **Restricted Participation:**

- **Suspended Students:** To ensure the well-being of all, students on suspension are not permitted to participate in academy trips.

#### **Staff Conduct:**

- **Substance Abuse:** The consumption of alcohol, illegal drugs, or "legal highs" by staff members is strictly prohibited during any educational visit.

By maintaining clear expectations, fostering a culture of respect, and addressing any behavioural issues promptly, Leigh Academy Strood creates a safe and positive learning environment for all students on educational visits.

#### **Emergency Procedures for Educational Visits: Ensuring Student Safety**



At Leigh Academy Strood, student safety is our top priority. This extends to having a robust emergency response plan in place for educational visits. Here's a breakdown of our key procedures:

**Emergency Base Contact and Dedicated Contact:** Every visit has a designated emergency base contact.

- During academy hours: Main Office
- Outside academy hours: EVC or designated Senior Leadership Team member
- Principal Updates: The Principal is kept informed of any emergencies.
- Outdoor Education Unit Support (as of March 2017): The Outdoor Education Unit offers additional support and guidance for emergency procedures.
- Senior Management Team Access: The base contact can always reach an experienced senior manager if needed.

**Medical Information Awareness:**

- academy Hours Activities: For activities during academy hours, the visit leaders and EVC are aware of any relevant medical information for all participants, including staff.
- Out-of-Hours Activities: For activities outside academy hours, the visit leaders/EVC, emergency contacts, and base contact are all aware of any relevant medical information and emergency contact details for participants and staff.

**Escalation Procedures:**

**Local Authority Support:** In case of emergencies exceeding the academy's capacity, involving serious injury/fatality, or attracting media attention, the visit leader and base contact will request assistance from the local authority.

**Emergency Response Plan:**

**Staff Familiarity:** All staff accompanying educational visits are thoroughly familiar with the Academy's emergency plan.

**Teacher's Role in an Emergency**

**Assess the Situation:** The teacher takes charge, assessing the situation calmly and clearly.

**Non-Injured Safety:** Ensure the safety of all students unharmed by the incident.

- Casualty Care: Provide initial care to any injured person(s).
- Emergency Services: Contact emergency services as needed.
- Hospital Accompaniment: A designated staff member accompanies any casualties to the hospital.
- Group Supervision: Ensure the remaining students are adequately supervised throughout the ordeal.
- Police Notification: Contact the police if necessary.
- academy Contact: Inform the designated academy contact regarding the incident.
- Parent Communication: The academy contact gathers details and informs parents of students involved in the incident.

- Documentation: As soon as possible, document the incident details.
- Accident Report: Complete the required accident report form.
- Media and Legal Considerations: Refrain from speaking to the media or discussing legal matters related to the incident.

#### **Lost Student Procedures:**

- Group Assembly: Gather all students together immediately.
- Headcount: Conduct a thorough headcount to confirm all students are present.
- Group Safety: Ensure the remaining students are safe and under proper supervision.
- Search Organisation: Organise a search party consisting of adults familiar with the missing student.
- Emergency Services: Contact emergency services if the search proves unsuccessful.
- academy Contact: Inform the Academy regarding the missing student.

#### **Media Communication:**

- Designated Spokesperson: In case of a serious incident, the academy contact will liaise with the designated media contact as soon as possible.
- Media Inquiries: All media enquiries in the event of an emergency should be directed to the designated media contact.
- Privacy Protection: The names of any casualties will be withheld from the media.
- By implementing these procedures, Leigh Academy Strood strives to ensure a safe and secure environment for all students participating in educational visits. We are prepared to respond effectively to emergencies and prioritise student well-being throughout the entire process.

#### **Debriefing Educational Visits: Continuous Improvement for Future Learning**

- At Leigh Academy Strood, we believe in continuous improvement. This extends to our educational visits, where we conduct a thorough debriefing process after each trip.
- **Debriefing Objectives:**
- **Identify Strengths and Areas for Improvement:** The debriefing session aims to identify aspects of the visit that were successful and areas where we can enhance the experience for future students.
- **Inform Future Planning:** The insights gained from the debriefing inform the planning process for subsequent educational visits.
- **Debriefing Participants:**
- **Visit Leader:** The leader of the educational visit plays a central role in the debriefing discussion.
- **Accompanying Staff:** All staff members who accompanied the visit contribute their perspectives.
- **Supervising Parents (if applicable):** For visits involving parental supervision, their insights are included in the debriefing process.

- **Student Feedback:** The debriefing incorporates some student comments to gain a well-rounded understanding of the experience.
- **Debriefing Timeline:**
- **Timeliness:** The debriefing takes place within a week of the visit date to ensure details are fresh in everyone's minds.
- **Debriefing Platform:**
- **EVOLVE System:** The debriefing is conducted electronically on the EVOLVE system, allowing for efficient record-keeping and future reference.

By prioritising a comprehensive debriefing process, Leigh Academy Strood strives to continuously improve the quality of educational visits, ensuring a rich and rewarding learning experience for all students.

<b>Principal</b>	<b>Mr Jon Richardson</b>
<b>EVC</b>	<b>Mr Chris Pleasant</b>